



Job Title: Assistant Director of Public Works

Department: Public Works

Immediate Supervisor: Director of Public Works

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Under general direction, performs administrative managerial work in assisting the Public Works Director on a variety of departmental functions. Supervises the Street Maintenance Superintendent and the Engineering Division. An employee in this class may perform the duties of the Public Works Director in that employee's absence and may be assigned to other duties in the Town's Public Works Department. Work assignments are broad in scope and require the use of independent judgment and initiative in making technical and managerial decisions of considerable difficulty.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1		Acts on the Public Works Director's behalf by assignment or delegation in director's absence; acts as Town's Traffic Analyst, with support of the Town Engineer.
2		Performs duties including, but not limited to, management and administration, staff supervision and evaluation, planning, organizing, coordinating, and directing division activities.
3		Coordinates the achievement of capital improvement projects with engineers and contractors.
4		Manages engineering staff and oversees the staff reviewing development plans and reports by examining plats, plans, and reports, integrating improvements, assuring Town's standards are being met and performing site visits.
5		Interacts with other Town departments and represents the Town when dealing with federal, state, county and local agencies regarding Public Works Department operations and issues.
6		Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Bachelors Degree in engineering, public administration or a related field is required. Masters Degree is preferred.
Experience	Eight (8) to ten (10) years experience in engineering and public works administration is required and ten (10) years in each is preferred.
Certifications and Other Requirements	Valid Arizona driver's license. Arizona Professional Engineer's License highly desired.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read and understand blueprints, reports, plans, contracts, legal documents, memos, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as various algebraic, geometric, and trigonometry calculations.
Writing	Work requires the ability to write documents, legal agreements, Council reports, business letters, memos, and general correspondence.
Managerial	Planning responsibilities include managing capital improvement projects, working with the Town's planning division, and assisting Town Engineer with processing of zoning cases.
Budget Responsibility	The incumbent does research for documents, compiles data, has responsibility for monitoring budget expenditures for a work unit.
Supervisory / Organizational Control	Work requires supervision and monitoring performance of Street Maintenance Supervisor and Open Space & Landscape Specialist, including providing input on hiring/disciplinary actions and work objectives/effectiveness.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	The incumbent in this position contacts others within the organization. These contacts may involve similar work units or departments within the Town such as Planning which may be involved in decision making or providing approval on projects. In addition, this incumbent's work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information in purchases, supplies or products. Meetings and discussions may be conducted with customers and developers.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
---	---	---	---	---------------------------

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Observing work duties, during inspections, meetings, assisting personnel
Sitting	F	Deskwork, meetings, driving
Walking	F	To and from other departments, around job site
Lifting	R	Blueprints, reports, files
Carrying	C	Plans and reports
Pushing/Pulling		
Reaching	O	For supplies, plans and files
Handling	F	Paperwork, plans, blueprints
Fine Dexterity	F	Measuring, calculator, computer keyboard, telephone keypad, writing
Kneeling		
Crouching		
Crawling		
Bending	R	Retrieving items from lower shelves
Twisting	O	From computer to telephone
Climbing	R	Stairs, step stool
Balancing	R	On step stool
Vision	C	Reading, computer monitor, driving, observing work activities
Hearing	C	Communicating with personnel and general public
Talking	C	Communicating with personnel and general public
Foot Controls	O	Driving

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
-----------	-------------------------------	--------------------------------	----------------	-----------

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Extreme Temperatures	S
Chemical Hazards	S	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	S
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

Hardhat, safety shoes

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
---	---	---	---	---------------------------

NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)